

# HUMAN RESOURCES POLICY

## Fauquier County, Virginia

**Policy Title: Holidays**  
**Section No.: 2-H**

**Effective Date: 03/17/03**  
**Supersedes Policy: 6/18/01**

### **I. PURPOSE**

It is the objective of the Board of Supervisors that employees be permitted to observe specific workdays as holidays, and that certain employees receive holiday pay for these days.

### **II. SCOPE**

This policy applies to all permanent full-time and eligible permanent part-time employees.

### **III. PROCEDURES**

#### **A. Holidays**

1. The general government shall observe the following paid holidays, as well as any other days designated as holidays by the Board of Supervisors, the Governor of the Commonwealth of Virginia or by the President of the United States.

New Year's Day	January 1
Generals Robert E. Lee and Thomas "Stonewall" Jackson Day	Friday preceding the 3 <sup>rd</sup> Monday in January
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Presidents' Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11

Thanksgiving Day	4 <sup>th</sup> Thursday in November
Thanksgiving Friday	The Friday after Thanksgiving
Winter Break	December 25

2. Full-time permanent general government employees shall be granted two (2) floating holidays (15 hours for 37.5 hour/week employees; 16 hours for 40 hour/week employees; 16.8 hours for 42 hour/week employees) per ~~fiscal~~calendar year in addition to the ~~above holiday schedule.~~ the two floating holidays are pro-rated for eligible part-time employees.  
~~part-time employees.~~
- a. New full-time permanent employees who begin work with the general government between the months of July~~January~~ – December~~June~~ shall receive two floating holidays as referenced in section A.2. above.
- b. New eligible part-time employees who begin work with the general government between the months of July~~January~~ – December~~June~~ shall receive ~~15 hours of~~ floating holidays time based on the following pro-rated ~~hourly~~ schedule:

Regular Work Week	Normal Work Week	Floating Hours Given As of 7/1
30	37.5	12
22.5	37.5	9
15	37.5	6

Eligible part-time employees working schedules not reflected above shall receive pro-rated holidays based on the same formula represented above.

- c. New full-time permanent employees who begin work with the general government between the months of January~~July~~ – June~~December~~ shall receive one ~~(7.5 hours)~~ floating holiday ~~(7.5 hours for 37.5 hour/week employees; 8 hours for 40 hour/week employees; 8.4 hours for 42 hour/week employees).~~
- d. New eligible part-time employees who begin work with the general government between the months of January~~July~~ – June~~December~~ shall receive one floating holiday based on the following pro-rated hourly schedule:

Regular Work Week	Normal Work Week	Floating Hours Given As of 1/1
30	37.5	6
22.5	37.5	4.5
15	37.5	3

Eligible part-time employees working schedules not reflected above shall receive pro-rated holidays based on the same formula represented above.

3. Floating holidays shall be coordinated through Department Heads/Constitutional Officers to insure that offices are adequately staffed and service to the public is not disrupted.
4. Floating holidays shall be used during the calendar year in which they are granted.

B. Holidays Falling On A Weekend Day

1. When a holiday falls on a Saturday, it shall be observed on the preceding Friday.
2. When a holiday falls on a Sunday, it shall be observed on the following Monday.

C. Holidays Falling On Mandatory Employee Work Days

1. Eligible employees who are required to work on a designated general government holiday shall earn an additional floating holiday.
2. Additional floating holidays shall be used during the fiscal calendar year in which they are earned or within four (4) months after being earned, whichever is greater.
3. Additional floating holidays shall be coordinated through Department Heads/Constitutional Officers to insure that offices are adequately staffed and service to the public is not disrupted.
4. Employees who are scheduled to work on a holiday but are absent shall have the time deducted from their annual or sick leave balances or charged to leave without pay or other applicable leave.

D. Holiday Falling On Scheduled Employee Days Off

Whenever a designated holiday falls on an employee's scheduled day off, the employee shall be granted a compensatory day. (Applies to full-time employees only.)

E. Holidays During Paid Leave

A holiday falling within a period of paid leave shall not be counted as a work day in computing leave charged to any employee.

F. Holiday During Unpaid Leave

When a holiday falls within a period of leave without pay or the day immediately preceding or following such leave, the employee shall receive no pay for the holiday.

G. Holidays for Part - Time Permanent Employees

1. Part-time permanent employees who work a minimum of 20 hours per week, have been employed for at least one (1) year, and who are regularly scheduled for work on a holiday shall be compensated for the holiday at the normal length of their work day.
2. Part-time permanent employees who are not regularly scheduled to work on a holiday will not be compensated for the holiday.
3. Part-time permanent employees (including those employees who work less than 20 hours per week) who have completed ten (10) years of service and who are regularly scheduled for work on a holiday shall be compensated for the holiday at the normal length of their work day.

H. Holidays for Part - Time Temporary Employees

Part-time temporary employees are not eligible for holiday pay.

I. Appointment or Separation on Holiday

The appointment or separation of an employee shall not be effected on a holiday, except when the employee works that day.